DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C.

January 2, 1934.

MEMORANDUM NO. 643

Designation of Departmental Representative on Plant Patents

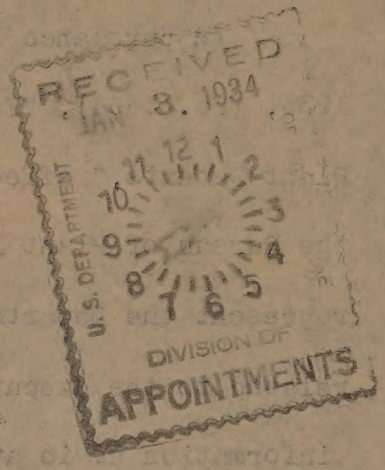
In pursuance with the intent of the Executive Order of October 17, 1930, (No. 5464), "Facilitating the Consideration of Applications for Plant Patents," effective Jan. 1, 1934, Mr. Knowles A. Ryerson, Chief of the Bureau of Plant Industry, is hereby designated and authorized to represent the Department in all dealings with the Commissioner of Patents related to the Executive Order, in furnishing the Commissioner such pertinent information as is available to the Department or in arranging for special researches to provide the information desired but not otherwise available.

Questions arising regarding the detail of officers or employees to the Commissioner of Patents should be referred to the Director of Personnel and Business Administration.

This designation is effective Jan. 1, 1934, replacing Memorandum No. 606, November 24, 1930.

H A Wallace

Secretary.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JAN 3. 1934
U.S. DEPARTMENT
DIVISION OF
APPOINTMENTS

Supersedes
no. 496
6/12/34 SEC.

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

FILED
OCT 16 1936
Please return to
the Secretary's File

June 11, 1934

MEMORANDUM NO. 644

Amendment of the Administrative Regulations.

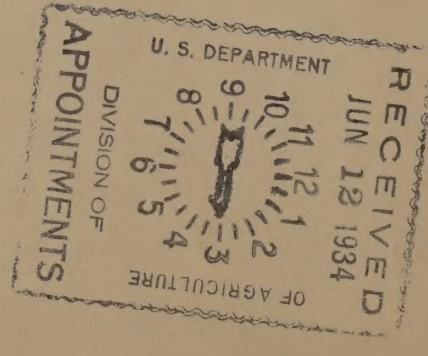
Paragraph 487 of the administrative regulations of the Department is amended to read as follows:

487. TEMPORARY EMPLOYEES.-Temporary employees will not be allowed annual or sick leave. Where a temporary employee receives permanent appointment leave will be treated as earned during the temporary period as if the employee had been permanent, either for prospective grant or for reimbursement of deductions on account of absence without pay during the temporary period in default of the leave status.

The purpose of the change is to give temporary employees upon assuming the permanent status the benefit of the cumulative leave provision in section 215 of the Economy Act of June 30, 1932, 47 Stat., 407.

H A Wallace

Secretary.


U. S. DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS
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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

Miss Jones

February 27, 1931.

MEMORANDUM TO DR. W. W. STOCKBERGER
Director of Personnel and Business
Administration.

Dear Dr. Stockberger:

I have before me your memorandum of February 20 bearing on the organization of units within bureaus and their proper designation.

As you know, in this Bureau we use the Division as the primary administrative unit and the section as a sub-unit of the Division. It seems to work out very well as far as we are concerned and I believe there would be distinct advantage in having uniformity throughout the Department.

Sincerely yours,

Nils A Olsen
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON D. C.

February 27, 1931.

MEMORANDUM TO Dr. W. E. Hotchkiss
Director of Personnel and Business
Administration.

Dear Dr. Hotchkiss:

I have before me your memorandum of February 20 bearing on the organization of units within bureaus and their proper designation.

As you know, in this Bureau we use the Division as the primary administrative unit and the section as a sub-unit of the Division. It seems to work out very well as far as we are concerned and I believe there would be distinct advantage in having uniformity throughout the Department.

Sincerely yours,

Chief of Bureau.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

C-9.027.9.9

March 11, 1931.

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION:

Reference is made to your memorandum of February 20 regarding nomenclature as applied to the various units of organization throughout the Department. Your suggestion that separate units within a bureau be designated as "Divisions" and that units within "Divisions" as thus defined be designated as "Sections" meets with the entire approval of this Bureau. This is the plan which the Bureau has had practically in effect for years and with slight changes its whole organization can be made to conform to it.

W. G. Stanley
Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

March 16, 1931.

MEMORANDUM FOR DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION.

Dear Doctor Stockberger:

Consideration has been given by the Bureau to the question of standardization of titles of organization units as presented in your memorandum of February 20.

The use of the designation "Division" for major units of a bureau and of "Section" for units within a Division seems to be as satisfactory an arrangement as any. In the Biological Survey, and I presume in other bureaus, there are, however, certain units which, although reporting direct to the Chief of the Bureau, are not of sufficient size to justify their being classed as divisions, as this designation is commonly applied to major units in a bureau. It seems that the designation "Office" could be used for such units, which would distinguish them from "Divisions" and from "Sections" and would present the whole picture in its true relationships.

The trouble is that some of them are not Offices in the usual meaning of the word

The following suggestions are therefore offered for your consideration:

1. Separate units within a bureau or comparable administrative unit, the heads of which report directly to the Chief of Bureau, if of sufficient size to be composed of sections or of field units, will be designated as "Divisions."

2. Separate units within a bureau or comparable administrative unit, the heads of which report directly to the Chief of Bureau, if confined to a one-unit organization, will be designated as "Office."

3. Units within "Divisions" as above defined will be designated as "Sections."

This arrangement it seems to us would clearly distinguish between the various units composing the Bureau organization and place them in their proper relationship with each other.

Sincerely yours,

Paul G. Redington
Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

March 15, 1921.

MEMORANDUM FOR DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION.

Dear Doctor Stockberger:

Consideration has been given by the Bureau to the question of standardization of titles of organization units as presented in your memorandum of February 20.

The use of the designation "Division" for major units of a bureau and of "Section" for units within a Division seems to be satisfactory an arrangement as any. In the Biological Survey, and I presume in other bureaus, there are, however, certain units which, although reporting direct to the Chief of the Bureau, are out of sufficient size to justify their being classed as divisions, as this designation is commonly applied to major units in a bureau. It seems that the designation "Office" could be used for such units, which would distinguish them from "Divisions" and from "Sections" and would present the whole picture in its true relationships.

The following suggestions are therefore offered for your consideration:

1. Separate units within a bureau or comparable administrative unit, the heads of which report directly to the Chief of Bureau, if sufficient size to be composed of sections or of field units, will be designated as "Divisions."

2. Separate units within a bureau or comparable administrative unit, the heads of which report directly to the Chief of Bureau, if confined to a one-unit organization, will be designated as "Offices."

3. Units within "Divisions" as above defined will be designated as "Sections."

This arrangement it seems to me would clearly distinguish between the various units comprising the Bureau organization and place them in their proper relationship with each other.

Sincerely yours,

Chief.

HGK-EEW

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY AND SOILS
WASHINGTON

March 19, 1931.

MEMORANDUM FOR DR. STOCKBERGER

Dear Dr. Stockberger:

Reference is made to your memorandum under date of February 20 with special reference to standardization of title of organization units.

The suggestions which you have made (a) Separate units within a bureau or comparable administrative unit, the heads of which report directly to the chief of bureau, will be designated as "Divisions." and (b) Units within "Divisions," as above defined, will be designated as Sections, I think, would have a rather disastrous effect upon the Bureau of Chemistry and Soils as now organized. As you fully appreciate, the Bureau of Chemistry and Soils is divided into three large research units, Soils Investigations, Chemical and Technological Investigations, and Fertilizer and Fixed Nitrogen Investigations, with a chief in charge of each unit while the sub-divisions of the units are recognized as divisions. Some of these sub-divisions are spending more than a third of a million dollars in their work. Should the suggested regulation be placed in force it may logically be assumed that these units would be recognized as divisions while the present divisions would become sections of the divisions. Such a change, I think, would be disastrous to the morale in the Bureau.

What are the names of the units?

The present Bureau of Chemistry and Soils was organized in 1927 by the combination of three distinct units, (1) the research activities of the Bureau of Chemistry, (2) the Bureau of Soils, and (3) the Fixed Nitrogen Laboratory, each of which retained its old organization of divisions upon amalgamation into the new Bureau with each Division head reporting directly as before to his proper chief. There was no suggestion of alteration in classification, title, salary or prestige of the heads of the various Divisions in the three units of the present Bureau at the time of reorganization and to change the designation of these Divisions at the present time to that of "Section" would in my estimation cause a vast amount of complaint because of the fear of loss in classification, salary and prestige.

As you probably recall from conversations from time to time with you I have been interested in doing away with the present research

units, three in number, in the Bureau and as a move in this direction I requested that the chiefs of these units be made assistant chiefs. It would make the Bureau organization much more flexible than at the present time for under the suggested reorganization the several assistant chiefs would be assigned administrative duties over certain divisions which would correspond very closely to the present divisions in the three units. This plan has never been approved. If it were approved I should have no serious objection to the present change for in that case the divisions would be reporting directly to the Chief of the Bureau through the direct assistants. It really amounts to this at the present time but, of course, the organization does not show it. In other words, the policies inaugurated in the three units are the policies of the Chief of the Bureau rather than the policies of the chiefs of the three units. We still maintain the skeleton at least of the original organization as far as the business affairs of the Bureau are concerned, but eventually this would break down and when the Bureau was housed in one building without doubt in a comparative short time we would have one central business organization.

In brief, I feel that the suggestion you have made in your memorandum as the Bureau at present is organized would be disastrous to this Bureau, but if my recommendations for appointment of the chiefs of the present units as assistant chiefs of the Bureau were approved I should have no objection to it.

Very sincerely yours,

Henry G. Knight,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF DAIRY INDUSTRY
WASHINGTON, D. C.

April 10, 1931

MEMORANDUM FOR DR. W. W. STOCKBERGER
Director of Personnel and Business Administration

Dear Doctor Stockberger:

I acknowledge the receipt of your circular letter of February 20, in the matter of standardization of organization units, and wish to apologize for the delay in replying. The letter was considered immediately upon its receipt but was not answered because of a misunderstanding as to who would draft the reply.

Paragraph (a) of the organization designation conforms to the organization of this Bureau in that all major activities, the heads of which report directly to the Chief of Bureau, are designated as Divisions.

However, we are not altogether in accord with the suggestion contained in paragraph (b) for designating units within Divisions as "Sections". Such designations would be more or less appropriate for units in the Administrative Division, such, for example, as Section of Accounts, Section of Information, etc., but it seems hardly appropriate for the Scientific and/or Research Divisions. We would prefer that the units in our Scientific Divisions be given no specific designation. The work of these divisions is usually divided into major activities or projects each under the immediate supervision of a project leader, and it would seem best not to give these projects or activities any particular designation, but simply by proper indentation and the use of lower case type in printing to indicate the subordination of these projects to the major divisions. For example:

Division of Dairy Research Laboratories:
Cheese manufacturing investigations.
Bacteriology and Chemistry of Milk.
Nutrition investigations.
Ice cream investigations.

Very truly yours,

O. E. Reed
Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY
WASHINGTON, D. C.

March 5, 1931.

MEMORANDUM FOR DR. W. W. STOCKBERGER

Dear Dr. Stockberger:

I am answering your memorandum of February 20 which relates to the standardization of titles of organization units.

The plan is a good one and I agree that the term "divisions" is the proper name for separate units within a Bureau, the heads of which report directly to the Chief.

I am not clear as to the exact meaning of "sections". In a bureau organized as is the Bureau of Entomology, sections would probably refer to projects since our divisional organization breaks down into projects as the next step. These projects are quite varied as regards their make up. Most of them relating to the insects which attack a specific crop or group of crops such as cereal insects, mushroom insects, citrus insects, etc. Although some of them are limited to the investigation of specific insect pests as in the case of the alfalfa weevil, corn-borer, etc., the scope of the investigation has no relation to size. Mushroom insects, for instance, being limited to $6,200 while European corn borer, a single insect project, carries $267,900. In the first case there is a single laboratory and in the second case several laboratories widely scattered not only in this country but in foreign countries.

I believe that the term "section" will be rather hard to define but I take it that these sections are groups of units within divisions, the leaders of which report directly to the head of the division. This would not match it up exactly with our project arrangement of the Bureau of Entomology but I think it would come very nearly doing it.

Very truly yours,

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD AND DRUG ADMINISTRATION

WASHINGTON, D. C.

MAR 25 1931

MEMORANDUM FOR DR. W. W. STOCKBERGER
Director of Personnel and Business Administration

Dear Dr. Stockberger:

Reference is made to your circular letter regarding standardization of titles of organization units. The plan outlined in your circular letter can very well be applied to the Washington organization of the Food and Drug Administration. The separate units which report directly to the chief of the bureau can be designated as "divisions." Units within the divisions can be appropriately designated as "sections."

It is not clear from your circular letter whether you intended it to apply also to the field organization. The field organization of the Food and Drug Administration is based to a considerable extent upon geographical divisions and must continue to be so based. We designate in the field a major unit as a "district." Subdivisions of the district which include on the average three states, we designate as a station territory, and the headquarters of a station territory which is located in a city as a "station". While some change might be made in the nomenclature of our field units I question whether the names suggested in your circular letter could be applied appropriately to our field set-up. If it was your intention to have the proposed change cover the field as well as the Washington units, I would like to discuss the matter further with you.

Sincerely yours,

P. B. Dunbar
Assistant Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

F
Supervision

WASHINGTON

March 24, 1931

MEMORANDUM FOR DR. STOCKBERGER:

You have asked for comment on your memorandum of February 20 to chiefs of bureaus and offices by March 25. I hoped to have opportunity to further discuss with you this question, which has been before us in an organizational form, and still plan to do so at the earliest opportunity.

I can readily see how in meeting certain Departmental needs a uniform method of designating and recognizing bureau units and sub-units would be advantageous, but our experience in bringing about organizational changes in the Forest Service has revealed handicaps which come from an attempt to adhere to such uniform bases of designation. The clearest illustration of this is the case of Research in the Forest Service, the reorganization plans for which have been before the Department since early last fall. In that case the situation clearly calls for a special status being given to Research as a Forest Service activity in relation to other activities with which heretofore it has been made coordinate.

My thought is that it is quite practicable to hit upon similar bureau unit and sub-unit designations but that this should necessarily carry with it a clear understanding of the relative importance in responsibility, organization and classification of these comparable units, because if this were not done the situation which our large decentralized organization now faces would be accentuated rather than relieved.

I have no objection to the designations "division" and "section", although for the latter I prefer "office". The important point to me is that before setting up as uniform organization designations bureau, divisions, and sections or offices, more consideration be given to the type of organization best suited to the particular bureau concerned, the matter of uniformity of designation being secondary to the recognition of responsibility, actual and relative, entailed.

R. Y. Stuart

Forester

UNITED STATES DEPARTMENT OF AGRICULTURE
GRAIN FUTURES ADMINISTRATION
WASHINGTON, D. C.

Miss Fonts

March 25, 1931.

MEMORANDUM FOR DR. W. W. STOCKBERGER

Dear Dr. Stockberger:

After reading your memorandum of February 20 on the subject of organization units, this administration, while not having been able to give this important subject the required attention, has nevertheless, after some study and investigation, come to the conclusion that the proposed standardization of the titles of organization units will go a long way towards the solution of the department's problems as cited. What little investigation has been made by this office has resulted with the feeling that the terms "divisions" and "sections" are rather popular in the commercial world and are used by some of the country's largest business organizations.

In glancing over the organization charts as printed in Miscellaneous Publication No. 88, it can be readily understood why difficulties have been encountered in the interpretation of the various systems of names. It is my belief that units where the officers in charge report directly to the chiefs of bureaus should be designated as "divisions" and that organization units within the "divisions" whose heads report to the officers in charge of the "divisions" should be called "sections." It is also my opinion that chief clerks, administrative assistants, or business managers should be included in the administrative division and that any organization units reporting to these officers should be termed "sections."

Very truly yours,

J. W. Dunal

Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

WASHINGTON, D. C.

OFFICE OF THE LIBRARIAN

25 March 1931

Dr. W. W. Stockberger,

Director, Personnel and Business Administration.

Dear Doctor Stockberger:

Replying to your memorandum of February 20th regarding the standardization of titles of organization units:

The nomenclature proposed in your memorandum seems in accordance with the real meaning of the words. A division is certainly a smaller unit than a bureau and a section is smaller than a division, being defined in the dictionary as a subdivision. Uniformity in nomenclature throughout the Department seems to me advisable, although in the case of libraries it would mean much extra work in changing the catalogue cards to conform to the new names. The nomenclature which you have proposed is that followed in the Library.

Very truly yours,

C. R. Barnett

Librarian.

crb/s

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

D

OFFICE OF CHIEF OF BUREAU

March 30, 1931.

MEMORANDUM FOR DR. STOCKBERGER.

Dear Dr. Stockberger:

This is in reply to your memorandum of February 20, in regard to the suggested standardization of organization units.

In my judgment, the standardized use of the word "division" as applicable to the separate units within a Bureau or comparable administration units, the heads of which report directly to the Chief of Bureau, is desirable, and I am glad to concur in this recommendation.

I am less enthusiastic about the standardized use of the word "section" although I would have no particular objection if it is decided upon. It will probably have very little use in so far as this Bureau is concerned, as we have no definite sub-divisions beyond the units we now designate as offices, but which under the new nomenclature would be known as divisions. I believe it should be made clear in any announcement you may make that the term "section" does not imply its being an administration unit, but rather a group of closely related workers. We recognize administrative responsibility only in the head of office.

Very sincerely,

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
PLANT QUARANTINE AND CONTROL ADMINISTRATION
WASHINGTON, D. C.

March 31, 1931.

MEMORANDUM FOR DR. W. W. STOCKBERGER
Director, Personnel and Business Administration

Dear Dr. Stockberger:

I have your circular memorandum of February 20, dealing with the standardization of titles in organization units.

The terms "Division" and "Section", as defined in your memorandum, satisfactorily describe the various organization units used in this Administration; and the definitions which you have given could be satisfactorily applied to our work. I am glad to recommend the adoption of the proposed terminology.

Very truly yours,

Chief of Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. F-2

March 2, 1931.

Dr. W. W. Stockberger,
Director of Personnel and Business Administration,
Department of Agriculture.

Dear Dr. Stockberger:

I fully agree with the language presented in your memorandum of February 20 as an administrative regulation to effect a standardization of the titles of organization units within bureaus of the Department.

The designations proposed are already in use in this bureau.

Very truly yours,

Thos. H. MacDonald
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
WASHINGTON

Office of the Chief

March 5, 1931.

Mrs Fonts

MEMORANDUM FOR DIRECTOR OF PERSONNEL
AND BUSINESS ADMINISTRATION.

Dear Doctor Stockberger:

In reply to your memorandum of Feb. 20, 1931, in which you submit for comment and suggestion rough draft of language for a definition of standardization of title of organization units, you are informed that the definition of "Division" and "Section" contained in your memorandum are satisfactory to this Bureau.

Respectfully,

C. F. Marvin,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Personnel and Business Administration
WASHINGTON

February 20, 1931.

CHIEFS OF BUREAUS AND OFFICES:

This office has recently revised a communication as follows:

> Every year we have difficulty with the Government Printing Office in getting the printer to capitalize the names of divisions within the bureaus. It is the policy in the publications for all departments to capitalize the names of divisions immediately under the chiefs of bureaus. All organization units lower than these divisions are put in lower case. In this department an office means one thing in Plant Industry, another in Animal Industry, and still another in Chemistry and Soils. In Plant Industry I understand an office is superior to a division; in the Bureau of Animal Industry a division is a major unit of the bureau.
>
> I presume our difficulty with the printer will continue so long as our nomenclature of offices and divisions remains as it is. I wonder if it would be possible to get the bureaus to agree to standardize names for all units.

This reopens a difficult question which has been discussed many times in the past, from the standpoint of organization and salary classification and incidentally in connection with compilation of lists of workers, organization charts, and the like. It is recognized that there are many special situations existing in our organization which make it extremely difficult to devise a standard nomenclature covering this point. On the other hand, the advantage is immediately apparent of a general definition of terms, if such can be devised, to meet in a uniform manner the most common administrative set up, that of so-called principal offices, divisions and so forth, within each bureau and in turn the various sub-divisions within these units.

The following language has been drafted and presented to me as a possible broad, and yet conclusive, arrangement for dealing with this problem, with direct provision for exceptions where peculiar circumstances warrant in specific cases. I would welcome some better designations than "Division" and "Section" if better designations can be devised. The object of this memorandum is to present the subject for renewed consideration at this time and to invite your study of the problem and resulting criticism and constructive suggestions on the whole question of unit designations in the Department.

It will facilitate final consideration if in your comment and suggestions you will include specific suggested amendments or complete substitution for the rough draft of language now presented as a basis for definite consideration, as follows:

Standardization of Title of Organization Units

I think these suggestions plans as this should be adopted.

In order to eliminate confusion in matters of public contact, in printing, in departmental organization, and otherwise, effective July 1, 1931, except as otherwise specifically provided by law or by action of the Secretary in an individual case, the following organization designations will be used in the Department of Agriculture:

(a) Separate units within a bureau or comparable administrative unit, the heads of which report directly to the chief of bureau, will be designated as "Divisions".

(b) Units within "Divisions," as above defined, will be designated as Sections.

I shall be glad to have your comment and recommendations on this matter by March 25.

W W Stockberger

Director.

Provided that it can be done without having present classifications stolen

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Personnel and Business Administration
WASHINGTON

February 20, 1931.

CHIEFS OF BUREAUS AND OFFICES:

This office has recently revised a communication as follows:

> Every year we have difficulty with the Government Printing Office in getting the printer to capitalize the names of divisions within the bureaus. It is the policy in the publications for all departments to capitalize the names of divisions immediately under the chiefs of bureaus. All organization units lower than these divisions are put in lower case. In this department an office means one thing in Plant Industry, another in Animal Industry, and still another in Chemistry and Soils. In Plant Industry I understand an office is superior to a division; in the Bureau of Animal Industry a division is a major unit of the bureau.
>
> I presume our difficulty with the printer will continue so long as our nomenclature of offices and divisions remains as it is. I wonder if it would be possible to get the bureaus to agree to standardize names for all units.

This reopens a difficult question which has been discussed many times in the past, from the standpoint of organization and salary classification and incidentally in connection with compilation of lists of workers, organization charts, and the like. It is recognized that there are many special situations existing in our organization which make it extremely difficult to devise a standard nomenclature covering this point. On the other hand, the advantage is immediately apparent of a general definition of terms, if such can be devised, to meet in a uniform manner the most common administrative set up, that of so-called principal offices, divisions and so forth, within each bureau and in turn the various sub-divisions within these units.

The following language has been drafted and presented to me as a possible broad, and yet conclusive, arrangement for dealing with this problem, with direct provision for exceptions where peculiar circumstances warrant in specific cases. I would welcome some better designations than "Division" and "Section" if better designations can be devised. The object of this memorandum is to present the subject for renewed consideration at this time and to invite your study of the problem and resulting criticism and constructive suggestions on the whole question of unit designations in the Department.

It will facilitate final consideration if in your comment and suggestions you will include specific suggested amendments or complete substitution for the rough draft of language now presented as a basis for definite consideration, as follows:

Standardization of Title of Organization Units

In order to eliminate confusion in matters of public contact, in printing, in departmental organization, and otherwise, effective July 1, 1931, except as otherwise specifically provided by law or by action of the Secretary in an individual case, the following organization designations will be used in the Department of Agriculture:

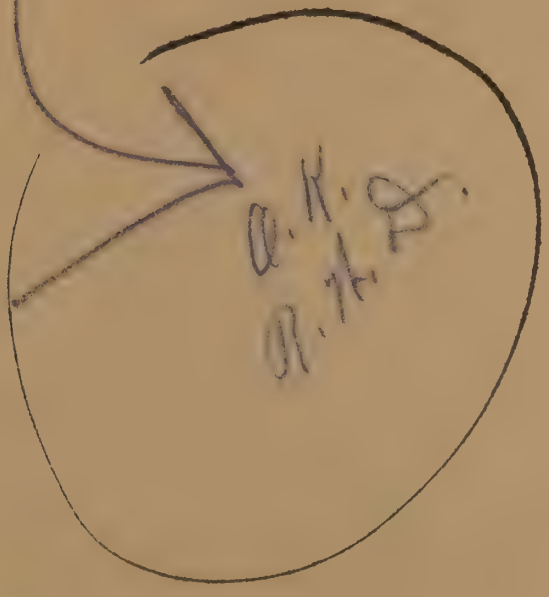
(a) Separate units within a bureau or comparable administrative unit, the heads of which report directly to the chief of bureau, will be designated as "Divisions".

(b) Units within "Divisions," as above defined, will be designated as Sections.

I shall be glad to have your comment and recommendations on this matter by March 25.

W W Stockberger

Director.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered Sec't 446 5/3/34 (R)

FILED
OCT 16
the Secretary

April 24,1934.

MEMORANDUM NO. 645

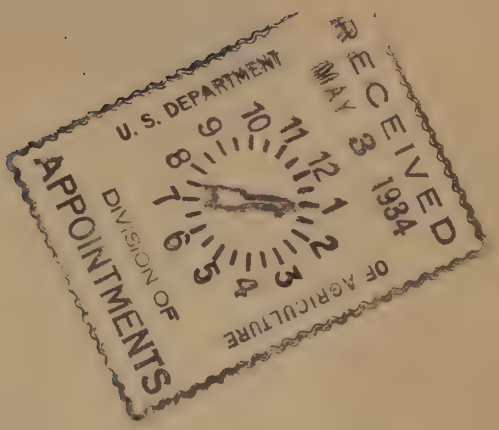
Amendment to the Administrative Regulations
Standardization of Titles of Organization Units.

Effective July 1, 1934, the Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

Par.726. Designation of bureau subdivisions. In order to eliminate confusion in matters of public contact, in printing, in departmental organization, and so forth, except as otherwise specifically provided by law or by action of the Secretary in an individual case, separate units within a bureau or comparable administrative unit in the District of Columbia, the heads of which report directly to the chief of bureau, will be designated as "Divisions". In the discretion of chiefs of bureaus, where the organization arrangement permits, units within "Divisions," as above defined, will be designated as "Sections."

R G Tugwell

Acting Secretary.


U. S. DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS
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MAY 3 1984

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

Mr. Hunt

This question is by no means closed. See marked A. for further action beyond file attached your memo.

Substantial progress has been made, but see objections of Knights and F.S.

Thought it best to give matter further study before issuing memo. ex to "Section" See Redington's memo.

WWS

DESIGNATION OF BUREAU SUBDIVISIONS.

So far as practicable separate units within a bureau or comparable administrative unit in the District of Columbia, the heads of which report directly to the Chief or Assistant Chief of bureau, will be designated as "Divisions". In the discretion of chiefs of bureaus, where the organization arrangement permits, units within "Divisions" as above defined, will be designated as "Sections".

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

8/18

Dr Stockberger

Mr Staley says Office of Info asked whether anything put out on this — they were of impression something had been issued. He wants to know whether there is definitely closed now — i.e. — for filing permanently. I believe you told me you decided not to put anything forward on the subject. Is that correct?

Walt

DEPARTMENT OF AGRICULTURE

WASHINGTON

July

MEMORANDUM NO. _____

Standardization of Titles of Organization Units.

Effective July 1, 1931, the Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

Designation of bureau subdivisions.

Par. 709.1 In order to eliminate confusion in matters of public contact, in printing, in departmental organization, and so forth, except as otherwise specifically provided by law or by action of the Secretary in an individual case, separate units within a bureau or comparable administrative unit, the heads of which report directly to the chief of bureau, will be designated as "Divisions". In the discretion of chiefs of bureaus, where the organization arrangement permits, units within "Divisions," as above defined, will be designated as "Sections."

Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

Ordered Sec'y Memo 6/13/34 (R)

May 17, 1934.

MEMORANDUM NO. 644

Personnel and Business Administration

To facilitate the handling of the additional work occasioned by the great increase in the personnel and in the financial operation of the Department, effective June 1, 1934, the work and functions hereinafter mentioned, will be handled by the following separate units of the Office of the Secretary:

Office of Personnel

The Director of Personnel, Dr. W. W. Stockberger, will be the chief personnel officer of the Department. He will be the general agent and representative of the Secretary of Agriculture in personnel, salary classification, organization and related matters and will exercise general oversight and supervision of the personnel and related activities of the Department. The Director of Personnel will conduct the business of the Department with the Civil Service Commission and where personnel matters are concerned with other agencies doing business with the Department of Agriculture.

Office of Budget and Finance

The Director of Finance, W. A. Jump, will be the chief fiscal officer of the Department. He will be the general agent and representative of the Secretary of Agriculture in matters of budget and finance and will exercise general oversight and supervision of the fiscal, accounting, purchasing and related work of the Department. The Director of Finance, who will continue to serve as Budget Officer of the Department, will be the contact officer, where financial and related matters are concerned, and will conduct or have general oversight of the business of the Department with the Budget Bureau, the General Accounting Office, the Treasury Department, the Appropriations Committees and with other Departments of the Government and agencies doing business with the Department.

Division of Operation

The Chief of the Division of Operation, H. A. Nelson, will continue to act as custodian, and to have charge, for the Department, of the management of the buildings and other facilities occupied or used by the Department of Agriculture in the District of Columbia, the telephone and telegraph service, the

RECEIVED
APPOINTMENTS

mails and files and post office, the motor truck, and other service units now or later assigned to this Division. The Chief of the Division of Operation will also act as Real Estate Officer of the Department and as personnel and administrative officer for the internal operation of the Office of the Secretary.

Space Assignments, etc.

Upon completion of the initial space assignments in the new building by the Director of Personnel subsequent assignments of space and facilities available for the Department in the District of Columbia will be made by a committee consisting of the Director of Personnel, Chairman, ~~and~~ the Director of ~~Budget and~~ Finance, and the Chief of the Division of Operation. This committee will also provide for coordination of operating policies and procedure, including questions of personnel, budget and finance, etc., affecting the internal administration of the work under the Office of the Secretary.

Harold Ickes

Secretary.

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OF AGRICULTURE
DIVISION OF
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OCT 16 1936 W
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DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

August 23, 1934.

Dated Oct 16 1936 D 2434

MEMORANDUM NO. 647

Amendment of the Fiscal Regulations of the Department

FILE
S. B. HERRELL

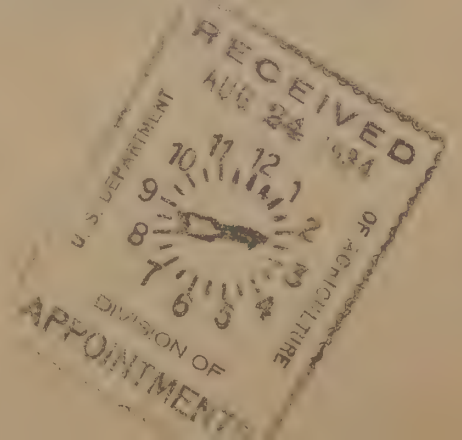
Paragraph 35 of the fiscal regulations of the Department is amended to read as follows:

35. ASSIGNMENT OF SALARIES.- No assignment shall be made of department salaries payable by a disbursing officer of the Treasury Department. In such cases the purpose formerly served by assignment may be accomplished through power of attorney. A standard Treasury power of attorney form is available. Where salary is payable by a special disbursing officer of the department or by a fiscal agent, Forest Service, assignments of salaries may be made by employees when absent on account of illness, annual leave, or official business, except as hereinafter prohibited. When an employee desires to make an assignment of his pay under any of the circumstances enumerated above, he shall give to the special disbursing officer or fiscal agent a written order on a form provided for the purpose, showing the full name and address of the assignee, and the period covered by such assignment. Under no circumstances will any assignment or other order for salary be approved or honored by the special disbursing officer or a fiscal agent when in the nature of an assignment or other making over of salary for value received, or as security for a loan, or when made payable to loan brokers or companies, or agents thereof.

The change complies with a request of the chief disbursing officer of the Treasury, which stresses the delays caused by the assignments where, as in the Treasury disbursing system, the checks are made from stencils. Each assignment means a new stencil or the typing of the check. It is believed that the change will scarcely sacrifice convenience, since the power of attorney will practically serve every purpose of the assignment.

W. P. Gregg

Acting Secretary.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DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

TREASURY DEPARTMENT

WASHINGTON

July 19, 1934.

DIVISION OF DISBURSEMENT

Mr. W. A. Jump,
Director of Finance,
Department of Agriculture,
Washington, D. C.

Dear Sir:

I beg to invite your attention to the practice in the Department of Agriculture of attaching salary assignment forms to the Washington payrolls authorizing payment of employees' salaries to either banks or individuals. While this procedure undoubtedly worked successfully when employees were paid in cash, it is found that the attaching of these forms to the Washington payrolls delay the issuance of checks. As you know, salary checks are prepared from stencil plates and when an assignment form is attached to the payroll, it means that either the check concerned has to be typewritten or a new stencil plate prepared.

It occurs to me, therefore, thatif your department would adopt the same procedure in this connection that is used in the other Government establishments, namely that of executing a Power of Attorney, (Form 6569, Treasury Department), your present practice could be discontinued.

Where an employee desires his salary check sent to an individual or bank during his absence, such notice should be given to his Bureau after he had executed Form 6569,

As you can readily see, this will facilitate the issuance of salary checks of the Department of Agriculture and your cooperation in this respect will be greatly appreciated.

Respectfully,

/s/ G. F. ALLEN
Chief Disbursing Officer.

C O P Y

TREASURY DEPARTMENT

WASHINGTON

DIVISION OF DISBURSEMENT

July 19, 1934.

Mr. W. A. Jump,
Director of Finance,
Department of Agriculture,
Washington, D. C.

Dear Sir:

I beg to invite your attention to the practice in the Department of Agriculture of attaching salary assignment forms to the Washington payrolls authorizing payment of employees' salaries to either banks or individuals. While this procedure undoubtedly worked successfully when employees were paid in cash, it is found that the attaching of these forms to the Washington payrolls delay the issuance of checks. As you know, salary checks are prepared from stencil plates and when an assignment form is attached to the payroll, it means that either the check concerned has to be typewritten or a new stencil plate prepared.

It occurs to me, therefore, that if your department would adopt the same procedure in this connection that is used in the case of Government establishments, namely that of executing a Power of Attorney, (Form 5565, Treasury Department), your present practice could be discontinued.

Where an employee desires his salary check sent to an individual or bank during his absence, such notice should be given to his Bureau after he had executed Form 5565.

As you can readily see, this will facilitate the issuance of salary checks of the Department of Agriculture and your cooperation in this respect will be greatly appreciated.

Respectfully,

/s/ E. B. ALLEN
Chief Disbursing Officer.

COPY

TREASURY DEPARTMENT

WASHINGTON

DIVISION OF DISBURSEMENT

IN REPLYING QUOTE

July 19, 1934

Mr. W. A. Jump
Director of Finance
Department of Agriculture
Washington, D. C.

Dear Sir:

I beg to invite your attention to the practice in the Department of Agriculture of attaching salary assignment forms to the Washington payrolls authorizing payment of employees' salaries to either banks or individuals. While this procedure undoubtedly worked successfully when employees were paid in cash, it is found that the attaching of these forms to the Washington payrolls delay the issuance of checks. As you know, salary checks are prepared from stencil plates and when an assignment form is attached to the payroll, it means that either the check concerned has to be typewritten or a new stencil plate prepared.

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Where an employee desires his salary check sent to an individual or bank during his absence, such notice should be given to his Bureau after he had executed Form 6569.

As you can readily see, this will facilitate the issuance of salary checks of the Department of Agriculture and your cooperation in this respect will be greatly appreciated.

Respectfully,

G. F. Allen
Chief Disbursing Officer.

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APPOINTMENTS

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

MEMORANDUM NO. ___

Amendment of the Fiscal Regulations of the Department

Paragraph 35 of the fiscal regulations of the Department is amended to read as follows:

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The change complies with a request of the chief disbursing officer of the Treasury, which stresses the delays caused by the assignments where, as in the Treasury disbursing system, the checks are made from stencils. Each assignment means a new stencil or the typing of the check. It is believed that the change will scarcely sacrifice convenience, since the power of attorney will practically serve every purpose of the assignment.

Secretary.

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DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

D

OFFICE OF CHIEF OF BUREAU

August 3, 1934.

MEMORANDUM FOR MR. JUMP.

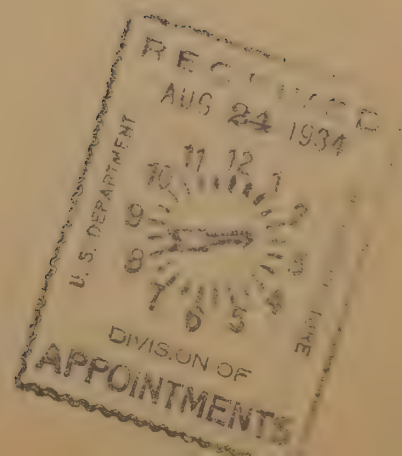
Dear Mr. Jump:

I see no objection to the plan for the use of Power of Attorney instead of salary assignment slips as outlined by Mr. Allen in his letter to you dated July 19, 1934, and the proposed amendment to the fiscal regulations of the Department. My only suggestion would be that a reasonable time should elapse between the promulgation of this amendment and its becoming finally effective. In some cases where people are in a travel status and have left assignment slips, these should be honored it seems to me until opportunity for the execution of the Power of Attorney has been given. Otherwise, I think the plan is quite all right.

Very sincerely,

W. B. Bracken

Assistant Chief of Bureau.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DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief

WASHINGTON

August 6, 1934.

MEMORANDUM FOR THE DIRECTOR OF FINANCE

Dear Mr. Jump:

In reply to your memorandum of July 31, 1934, you are advised that the salary assignment plan outlined by Mr. Allen in his letter to you of July 19, 1934, is acceptable to the Weather Bureau.

We have at present only a few requests each month for assignment of salaries and it is thought that a number of these are not for compelling reasons. The more difficult procedure required under the proposed plan will tend to eliminate unnecessary assignments but will still permit such action in urgent situations.

Respectfully,

C. C. Clark.
Acting Chief of Bureau.

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U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

August 3, 1934.

MEMORANDUM FOR MR. W. A. JUMP

Dear Mr. Jump:

Replying to your memorandum of July 31 regarding assignment of salaries, I can see no objection to the proposed changes and am heartily in accord with your plan.

Very truly yours,

T. Weed Harvey,
Assistant to Administrator.

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AUG 24 1934

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. C-1

August 3, 1934.

Mr. W. A. Jump,
Director of Finance,
U. S. Department of Agriculture,
Washington, D. C.

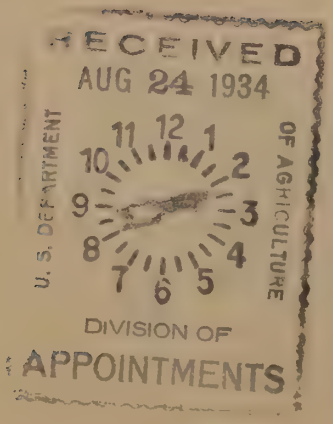
Dear Mr. Jump:

Reference is made to your memorandum of July 31, enclosing draft of proposed memorandum amending the fiscal regulations of the department in connection with the assignment of salaries. This Bureau has no objection to the procedure outlined in the proposed memorandum.

Very truly yours,

Division of Control

By Ernest L. Hall
Assistant Chief of Division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U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON

July 31, 1934.

MEMORANDUM FOR MR. NELSON:

The attached draft has been prepared to meet Mr. Allen's request in his letter of July 19, copy attached. Do you see objection? That is to say, has the assignment plan, bearing in mind that legitimately under the regulation it covers only absence from official station, any such clear advantage over the power of attorney that it should be retained in spite of the extra disbursing work? Please let me hear from you by August 3.

W. W. J.
Director of Finance.

Enclosure.

U.S. DEPARTMENT OF AGRICULTURE
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★ AUG 1 1934 ★
DIVISION OF OPERATION

Miss Hamby reports no assignments for Office of the Secretary. 8/15/34

Mr. Nelson tells me orally 8/15/34 he has no objection to proposed regulation - LWR

[illegible]
[illegible]
[illegible]

[illegible] July 31, 1934.

[illegible] MR. NELSON:

[illegible] attached letter from [illegible] to [illegible]'s
[illegible] in his letter of July 23, [illegible] attached. [illegible]
objection! That is to say, has the assignment plan, [illegible] in
mind [illegible] sufficiently under the regulation it appears only [illegible]
from official station, any such other advantage over the [illegible] of
attorney that it should be retained in spite of the [illegible]
need? Please let me hear from you by August 3.

[illegible]

[illegible]

Miss Hamby report re assignment by
Miss Dunlap to the Director. Mr.
Nelson tells me
orally 8/2/34 he has no
objection to proposed regulation - RHB
8/2/34

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

8-25-34

MEMORANDUM TO MR. JUMP.

Dear Mr. Jump:

I am returning herewith the proposed Memorandum signed by the Secretary, creating the Beltsville Research Center and I find no legal objection to the plan. In any event Paragraph 4 of the Memorandum, by limiting the procedure to existing laws and regulations, would preclude any action not authorized.

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

7/24

Mr Robbins

O/C with me.
If Fuchs hasn't
seen (probably
has) might
clear with him
as he handled
this & me &
is concerned
about it

VWJ

NOTE

The portion of this memorandum referring to the

Bell Station is revoked

See
Reorganization
November 13, 1936

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

Memorandum No.

Beltsville Research Center

(1) The following named bureaus of the Department are now conducting or definitely plan to conduct a part of their activities in the Beltsville, Maryland, area:

Bureau of Animal Industry
Bureau of Dairy Industry
Bureau of Plant Industry
Bureau of Agricultural Engineering
Bureau of Entomology and Plant Quarantine
Bureau of Agricultural Economics
Bureau of Chemistry and Soils
Bureau of Biological Survey
Food and Drug Administration
Forest Service

In addition to the foregoing, other departments of the government now are conducting activities on the land of the dept of Agr at Beltsville

(2) Coincident with the relocation, in the near future, of the remainder of the activities heretofore conducted at the Arlington Experimental Farm, and to provide for their most beneficial use, in the interest of agriculture as a whole, all of the land, buildings and other facilities of the Department in the Beltsville area, including the Bell, Maryland, station, hereafter shall constitute, and hereby are administratively designated as, the "Beltsville Research Center of the Department of Agriculture."

all of these properties

(3) In order to provide for the continued development and coordination of the Research Center on a comprehensive and orderly plan, the custody, control, and assignment for use of all lands, buildings and fixed and such other equipment as may later be determined, and the general administration and operation of the Center is hereby vested in a Director, to be designated by the Secretary of Agriculture. The Director will be the representative of the Secretary and of the chief of each bureau conducting activities at the Center.

(4) Under this authority, in order to provide for maximum service and economy of operation to the Center as a whole, the Director will develop and establish, such policies and general operating methods as may be desirable to carry out the purposes set forth herein, including the

within the limitations of existing law and regulations,

supplies ~~Consolidated supply~~, disposition of surplus products,

pooling, insofar as may be consistent with the requirements of the specific projects conducted at the Center, of equipment and other resources and service functions, such as power, light, water, library ~~facilities~~, construction work, farm labor, etc. All construction work at the Center will be under the supervision and control of the Director and all records pertaining to prior construction operations at the Center will be transferred to, or at his discretion, made available to the Director.

(4) All previous Departmental memoranda relating to the direction and coordination of activities in the Beltsville area are hereby revoked.

including related activities conducted ~~at the Center~~ under emergency ~~funds~~ funds, such as P.W.A., C.C.C., F.E.R.A. and similar projects,

Secretary.

(5) In order to arrange for and establish the administrative [illegible] provided for in the foregoing, Dr. E. M. Brecken is designated, temporarily, as Director of the Beltsville Research Center.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

August 28, 1934

FILED
OCT 16 1936
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Memorandum No. 648

Beltsville Research Center

(1) The following named bureaus of the Department are now conducting or definitely plan to conduct a part of their activities in the Beltsville, Maryland, area:

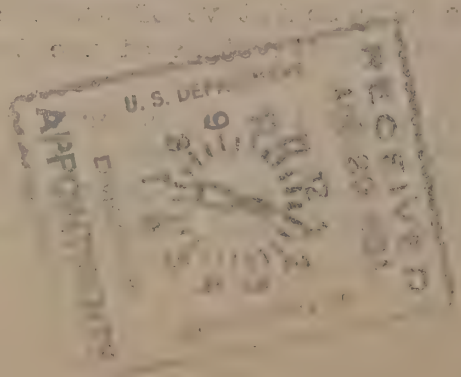
Bureau of Animal Industry
Bureau of Dairy Industry
Bureau of Plant Industry
Bureau of Agricultural Engineering
Bureau of Entomology and Plant Quarantine
Bureau of Chemistry and Soils
Bureau of Agricultural Economics
Bureau of Biological Survey
Food and Drug Administration
Forest Service

In addition, other Departments of the Government are now conducting activities on the land of the Department of Agriculture at Beltsville.

(2) Coincident with the relocation, in the near future, of the activities conducted at the Arlington Experimental Farm, and to provide for the most beneficial use, in the interest of agriculture as a whole, of the land, buildings and other facilities of the Department in the Beltsville area, including the Bell, Maryland, station, all of these properties shall constitute, and are administratively designated as, the "Beltsville Research Center of the Department of Agriculture."

(3) In order to provide for the continued development and coordination of the Research Center on a comprehensive and orderly plan, the custody, control, and assignment for use of all lands, buildings, and fixed and such other equipment as may later be determined, and the general administration and operation of the Center is hereby vested in a Director, to be designated by the Secretary of Agriculture. The Director will be the representative of the Secretary and of the chief of each bureau conducting activities at the Center.

(4) Under this authority, in order to provide for maximum service and economy of operation to the Center as a whole, the Director will develop and establish, within the limitations of existing law and regulations, such policies and general operating methods as may be desirable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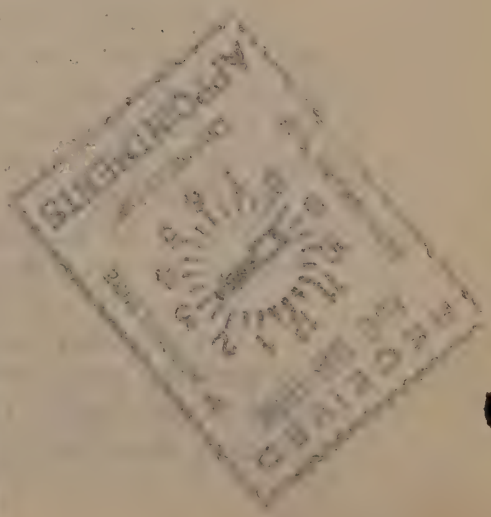
SURGICAL

to carry out the purposes set forth herein, including the pooling, insofar as may be consistent with the requirements of the specific projects conducted at the Center, of equipment and other resources and service functions, such as power, light, water, library, construction work, farm labor, supplies, disposition of surplus products, etc. All construction work at the Center, including related activities conducted under emergency funds, such as P.W.A., C.C.C., F.E.R.A. and similar projects, will be under the supervision and control of the Director and all records pertaining to prior construction operations at the Center will be transferred to, or at his discretion, made available to the Director.

(5) In order to organize and establish the administrative activity provided for in the foregoing, Dr. E. N. Bressman is designated, temporarily, as Director of the Beltsville Research Center.

(6) All previous Departmental memoranda relating to the direction and coordination of activities in the Beltsville area are hereby revoked.

H A Wallace

Secretary.

APPOINTMENTS
DIVISION OF
U.S. DEPARTMENT
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DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

OCT 16 1934
Release not
the Secretary's Off

September 24, 1934.

MEMORANDUM No. 649

To All Employees of the Department of Agriculture:

It has come to my attention that employees of the Department are receiving requests for contributions to the campaign funds of political organizations.

I find that the Civil Service Act of January 16, 1883 provides as follows:

> "that no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so."

Employees are reminded that any such contributions made by them are presumed to be entirely voluntary.

H A Wallace

Secretary.

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Duplicating Requisition 150
Oct 6, 1934
MC

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

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the Secretary's File R

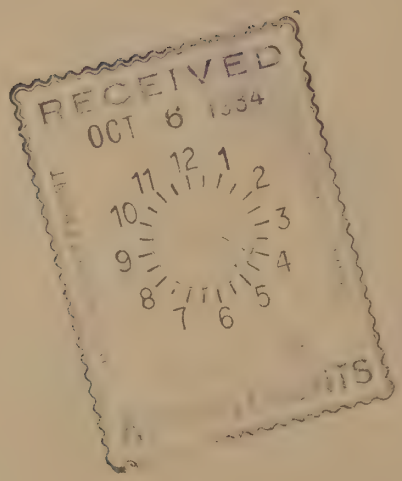
October 6, 1934.

MEMORANDUM NO. 650

With further reference to the Beltsville Research Center, established in Memorandum No. 648, Mr. E. C. Butterfield is hereby designated as Director of the Beltsville Research Center, vice Dr. E. N. Bressman, designated temporarily in Memorandum No. 648.

H A Wallace

Secretary.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Duplication Requisition No. 155
October 6, 1934.

MC

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

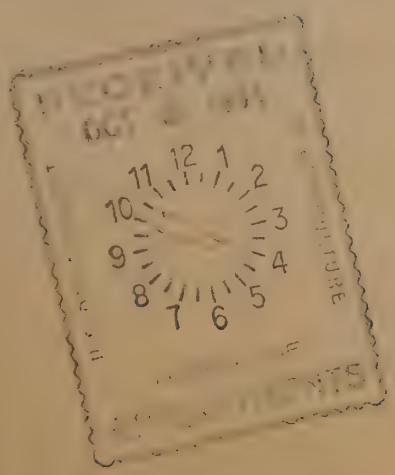
October 8, 1934.

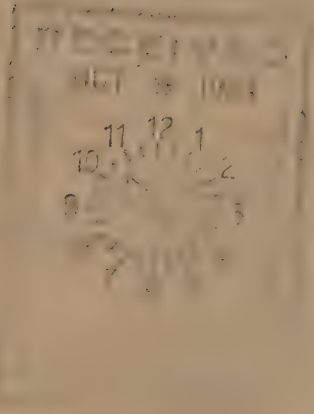
Memorandum No. 651

Amendment of the Administrative Regulations.

Paragraphs 526 to 567 inclusive of the administrative regulations of the Department under the caption "Retirement" are revoked. This group consists for the most part of informatory recitals of the provisions of the retirement law current at the time of the promulgation of the regulations, viz., act of September 22, 1922, 42 Stat., 651, and of retirement procedure under the then current jurisdiction of the Commissioner of Pensions. All of this material has been rendered obsolete by wide retirement changes as a result of the amending act of July 3, 1926, 44 Stat., 904 and later amendments, together with transfer of retirement jurisdiction to other branches and modifications of accounting requirements in the matter of retirement deductions. Pending replacement of the revoked material by new paragraphs if this is deemed desirable employees desiring information on retirement matters should address themselves to the Division of Appointments, Office of Personnel.

H A Wallace
Secretary.


DEPARTMENT OF AGRICULTURE



DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

Mr. Baldwin

This amendment is intended to secure more active attention to irregularities by the bureaus, and to bring to the Secretary's office all cases in which disciplinary measures are taken, & especially to make possible the enforcement of a policy to impose like penalties for like offences. The action in different bureaus is often very diverse.

WMW

Duplicating Requisition No. 156.
10/8/34 MC

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Please return to Secretary's File Room

October 8, 1934.

FILE
P. L. GLADMON

MEMORANDUM NO. 652

Amendment to the Administrative Regulations
Of the Department

Paragraph 466 of the Administrative Regulations of the Department is amended to read as follows:

"466. Misconduct or irregularities; procedure to be followed.--Each case of misconduct or irregularities on the part of an employee shall, after careful investigation by the bureau concerned, be forwarded to the office of the Secretary for consideration, accompanied by all correspondence and documents pertaining thereto with a recommendation as to action which is believed warranted by the facts. Bureau chiefs shall issue such instructions to field officials as will insure compliance with this requirement.

"Whenever disciplinary action other than separation from the service is taken a record of such action shall be made in the bureau concerned for consideration in connection with efficiency ratings and promotions or subsequent discipline for further misconduct. Where action is limited to a bureau reprimand a copy of such reprimand shall be forwarded to the office of the Secretary for inclusion in the employee's personnel jacket.

"If a bureau has not adequate facilities for properly investigating a complaint, all papers pertaining thereto shall be transmitted to the office of the Secretary with a request that an investigation be conducted. A report of any investigation made as a result of such request shall be referred to the bureau concerned for consideration and recommendation.

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OCT 8 1934
DEPARTMENT OF AGRICULTURE

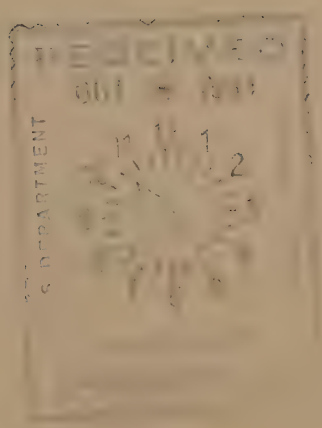
"If the facts in any case warrant the preferment of charges or other disciplinary action, except a bureau reprimand, the necessary papers shall be prepared at the direction of the Secretary and transmitted to the employee in question through the chief of the bureau concerned. When charges have been preferred against an employee and an answer has been received, and in cases where the employee fails to submit an answer within the time limit stipulated in the letter of charges, the entire record shall be reviewed and appropriate action taken by the Secretary."

Paragraph 467 is revoked.

It is hoped that strict compliance with the provisions of Paragraph 466, as amended, will enable the Department to comply more fully with Section 2, Rule XII, Civil Service Rules and Regulations, which specifies that in making removals or reductions and in other punishment, like penalties shall be imposed for like offenses.

H A Wallace

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

Mr. Forster
I heartily agree -
Pls prepare amendment as

1026-7

May 7, 1934

MEMORANDUM FOR DR. STOCKBERGER

Dear Dr. Stockberger:

Reference is made to the various discussions we have had relative to the need for greater uniformity in the matter of disciplinary action against employees of the Department.

I believe we are in agreement as to this need, and as stated previously, I have been convinced for a long time that the Department is not strictly complying with Section 2, Rule XII, Civil Service Rules and Regulations, which specifies that in making removals or reductions and in other punishment, like penalties shall be imposed for like offenses. I am also confident that all bureaus of the Department are not complying with the requirement in Paragraph 466 of the Administrative Regulations that a copy of each bureau reprimand shall be forwarded to the Office of the Secretary.

It is obvious that the rule of like penalties for like offenses can not be followed in the Department as a whole so long as disciplinary action is left in the hands of some twenty chiefs of bureaus or offices, each of whom may have different ideas as to the proper punishment for a particular offense. It is also obvious that this situation can best be remedied by having all cases involving misconduct or irregularities on the part of employees pass thru one office.

It is therefore suggested that consideration be given to the desirability of amending the Administrative Regulations to provide that each complaint against an employee involving misconduct or irregularities, irrespective of the source, shall be forwarded to the Office of the Secretary for consideration accompanied by all correspondence in the case and by a recommendation from the bureau concerned as to the action which is believed warranted by the facts. Where a bureau reprimand is recommended and concurred in by you, provisions should be continued for forwarding a copy of such reprimand to your office for inclusion in the employee's personnel jacket, and the necessity for this action should be emphasized.

It is my thought that the complaints and bureau recommendations in connection therewith should be referred to this office, where every effort will be made to see that the civil service requirement of like penalties for like offenses is complied with. With our experience in handling personnel cases augmented by records of penalties imposed for various offenses over a period of many years, it is felt that this office is the logical one to review such complaints and recommendations for your consideration.

Naturally the bureau concerned would be advised as to whether or not its recommendation was concurred in, and if not, the action deemed to be more appropriate would be presented for the bureau's consideration.

The Department has been embarrassed in the past by receiving from outsiders its first knowledge of complaints against employees; further embarrassment along these lines would be avoided if the above suggestions were followed.

I shall be glad to confer with you on this subject and to prepare a draft of the proposed amendment to the Administrative Regulations if you so desire.

Very truly yours,

C. J. Forster

Investigator

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

July 12, 1934

MEMORANDUM FOR DIRECTOR OF PERSONNEL

Dear Dr. Stockberger:

On May 7, 1934, I addressed a memorandum to you recommending that the Administrative Regulations be amended to provide that each complaint against an employee involving misconduct or irregularities be forwarded to the Office of the Secretary for consideration. This memorandum was returned to me with a note indicating your approval and a request for the preparation of the proposed amendment.

This proposed amendment has now been drafted and is transmitted herewith for your consideration.

Very truly yours,

C. I. Forster

Chief Investigator

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

Mr Lester

July 14, 1934.

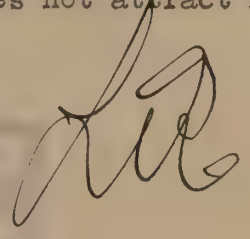
MEMORANDUM FOR DR. STOCKBERGER:

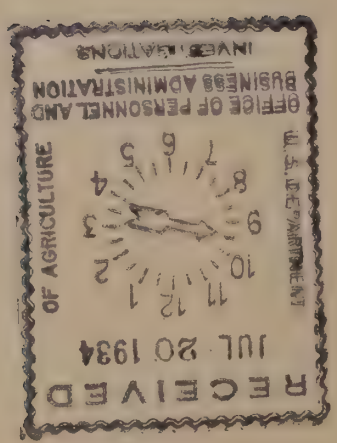
Unless my memory is at fault this same proposition was advanced at least 8 years ago. Somewhere in the files there is my unfavorable comment thereon. My opinion remains unchanged.

Under the existing plan we divide misconduct into two classes - minor and major - and permit the bureau to handle the former. This in my view is as it should be. There is a host of small offenses such as tardiness, overstaying lunchtime, over-talkativeness, newspaper reading and the like which should not be given the formal importance of reference to a central forum. This is wasting ammunition on small game. In these cases the reprimand is often verbal. Anything in writing necessarily goes to the Secretary's office under the present system. This is important as a check against discrimination as between bureaus and against tendencies to minimize offenses. If bureaus are found to lean either towards severity or laxness they may be dealt with individually, always the preferable method.

The result of stripping bureaus of all control over discipline and admonition no matter how slight the case will be the atrophy of bureau responsibility and judgment through chronic lack of exercise. Moreover the proposed system would often react to diminish disciplinary action. In the slighter cases where the bureau of its own motion would have admonished, reprimanded, or taken some slight disciplinary action the tendency would be to waive the matter altogether rather than subject the employee to an external inquisition.

Altogether the proposed amendment does not attract me.

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INVESTIGATIONS

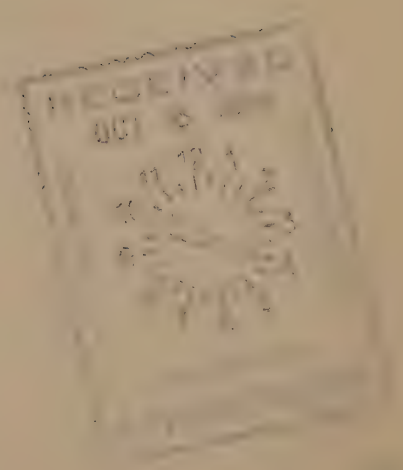
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

August 1, 1934.

MEMORANDUM FOR DR. STOCKBERGER:

Returning attached, this is a matter where you will have to use your own judgment. Further discussion would probably be of little value. I may say in leaving the subject that the regulation ~~as~~ adopted would be broken every day and all day. It would prevent the acceptance of an offered cigar or of any tender of hospitality. Department officials and among them the higher officials would not consent to the social isolation of such a rule in their contacts with the public. Hospitality is freely exchanged in commercial relations and as a rule the account is scrupulously balanced in the end. One of the frequent complaints of official travelers is that practically undeclinable invitations to lunch, dinner, or the like, are a source of loss because the cost of the return courtesy can not be included in the expense account.

I may add that the phrase "with whom the employee has or may have official business relations" sets up an impossible rule.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

Mr Robbins

July 30, 1934

MEMORANDUM FOR DIRECTOR OF PERSONNEL

Dear Dr. Stockberger:

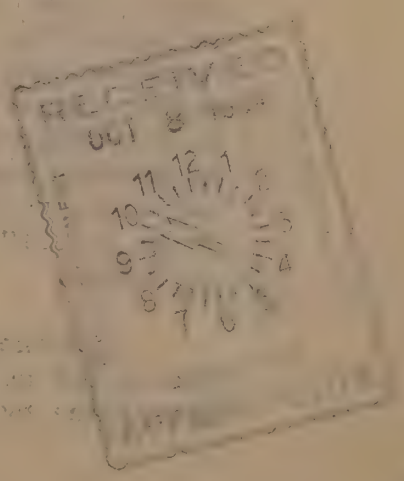
I am returning herewith my memorandum of July 10 and Mr. Robbins' memorandum of July 12, 1934, relative to a proposed new paragraph in the Administrative Regulations which would prohibit any employee from accepting gifts from outside persons, firms, or corporations.

I am still of the opinion that there is a distinct need for such a paragraph. It is my belief that a majority of the employees are fairly familiar with the Administrative Regulations but that very few of them are familiar with the various statutes applicable to this department.

The proviso to the Act of March 3, 1917, referred to by Mr. Robbins may apply to the particular case referred to in my memorandum of July 10, but it should be noted that the first part of this proviso which is not quoted by Mr. Robbins specifically prohibits any Government official or employee from receiving any salary in connection with his services as such an official or employee from any source other than the Government of the United States except as may be contributed out of the treasury of any state, county, or municipality. There is therefore a question in my mind as to whether the proviso actually covers the case in question.

Even if it does I feel that there should be a specific prohibition in the Administrative Regulations to prevent an employee from claiming that he had studied the regulations and found nothing therein to prohibit his accepting gifts such as meals, cigars, etc. which he did not consider as supplemental to his salary. The very fact that employees of the Bureau of Biological Survey are accepting free meals from stores in which they are stationed is a clear indication that the Statute of March 3, 1917, is either unknown to or misinterpreted by these employees.

Furthermore, the Bureau is aware of these free meals, and so far as I know has taken no action to prevent their acceptance by employees. I am confident that the Bureau would



have taken such action had there been a regulation specifically prohibiting the acceptance of any gift, money, or other thing of value given with any purpose or intent whatsoever.

In handling a case such as the one in the Bureau of Biological Survey it would be far better if we were in a position to refer to a specific regulation instead of to a statute requiring legal decision as to its applicability.

Two other cases which forcibly bring out the necessity for the proposed regulation might be mentioned: namely, that of Mr. David W. Lamb of the Bureau of Public Roads whose wife accepted a loan of $1800 from the wife of a contractor back in 1932, and the more recent case in the Bureau of Public Roads involving Mr. E. S. Wheeler, the Engineer in Charge at Honolulu who accepted $50 as a Christmas present from Mr. E. E. Black, President of the E. E. Black Construction Company.

Very truly yours,

C. J. Forster

Chief Investigator

Enclosures

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

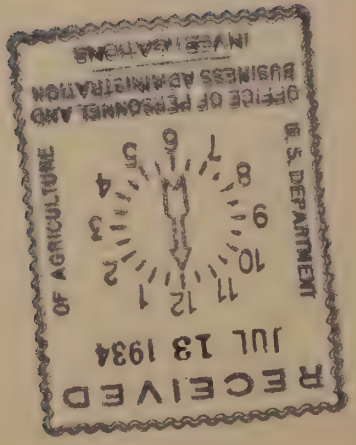
Mr Forster

1032-5

July 12, 1934.

Dr. Stockberger;

I think in an off-the-record matter of this sort a regulation would be of little use. They seldom are. When a practice such as is mentioned in the memorandum comes to light and something authoritative is desired as a stopper, there could be employed quite as well as the proposed regulation the part of the act of March 3, 1917, 39 Stat., 1106, which reads as follows: "No person, association or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States." It is my belief that free subsistence would supplement a salary within the meaning of the provision.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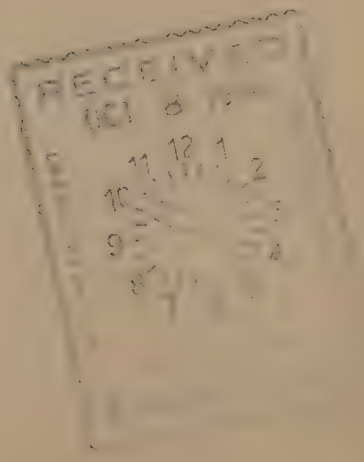


UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

File No.1032-5

(C o p y) Mi

July 10, 1934

MEMORANDUM FOR DIRECTOR OF PERSONNEL

Dear Dr. Stockberger:

On June 2, 1934, Mr. Frank P. Callaghan of the Bureau of Biological Survey called upon Mr. Locke to discuss the charges preferred against Mr. John Lundberg by Mr. Alfred A. Burkhardt.

During the course of the conversation Mr. Callaghan mentioned the fact that in some cases their employees are stationed in large stores to check up on shipments of furs to see that illegal shipments are not being made; that there is no authority for this and they are only allowed in stores thru the courtesy of the owners; that in many cases the owners refuse to extend this courtesy; that in some cases the courtesy is extended rather grudgingly; and that in the case of Sears Roebuck and Company, particularly, it is almost impossible for one of the Bureau employees to be stationed in their store and not accept free lunches.

I believe this practice should be broken up, and in order that the matter may be treated uniformly in all bureaus it is suggested that a new paragraph be inserted in the Administrative Regulations as follows:

> "No employees of the Department shall accept from any outside person, firm, or corporation with whom the employee has or may have official business relations any gift, money, or other thing of value given with any purpose or intent whatsoever."

Very truly yours,

(Signed) C. T. FORSTER

Chief Investigator.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

August 15, 1934

MEMORANDUM FOR DIRECTOR OF PERSONNEL

Dear Dr. Stockberger:

I am returning herewith the proposed amendment to paragraph 466 of the Administrative Regulations, attached to which will be found my memorandum of May 7, 1934, addressed to you, recommending such an amendment, and my memorandum of July 12, 1934, transmitting the proposed amendment, and Mr. Robbins' memorandum of July 14, 1934, disagreeing with the need for such an amendment.

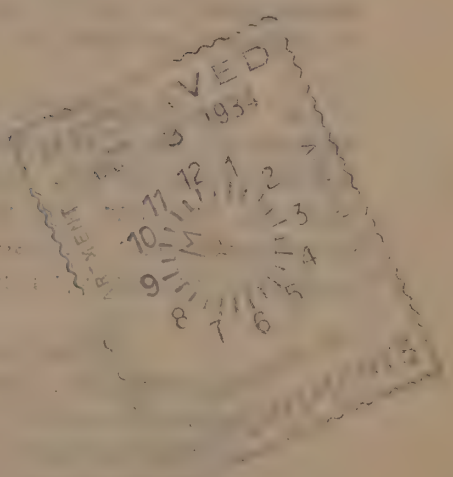
This office is still of the opinion that the amendment should be issued, and Mr. Robbins' comments are answered below:

Mr. Robbins states that under the existing plan we divide misconduct into two classes - minor and major - and permit the bureau to handle the former. Theoretically this is true, but actually it does not always work out that way. The trouble is that what one bureau considers as minor, another bureau may consider as major, and as a result, there have been many major cases which did not reach this office until long after they should have been referred here. This has naturally made it more difficult to gather facts. To get the best results, a case should of course be investigated as promptly as possible after it has come to light.

Among the major cases which were apparently considered as minor by the bureaus concerned may be cited the recent cases involving Orville E. Russell in the Weather Bureau, R. M. Fudge in the Bureau of Plant Quarantine, and John Lundberg and John W. Meyer in the Bureau of Biological Survey. All of these cases developed to be of major importance, but there was a long delay in reporting them to this office. Similar cases could be cited.

There appears to be no objection to modifying the proposed amendment to eliminate the necessity of reporting smaller offenses referred to by Mr. Robbins, such as tardiness, extended lunch period, talking too much, newspaper reading, etc., provided the proper wording is used, and the first part of the proposed amendment might be changed to read:

> "Each case of irregularities and each case of misconduct, except of very minor character, shall, after careful investigation by the bureau concerned, be forwarded to the office of the Secretary for consideration," etc.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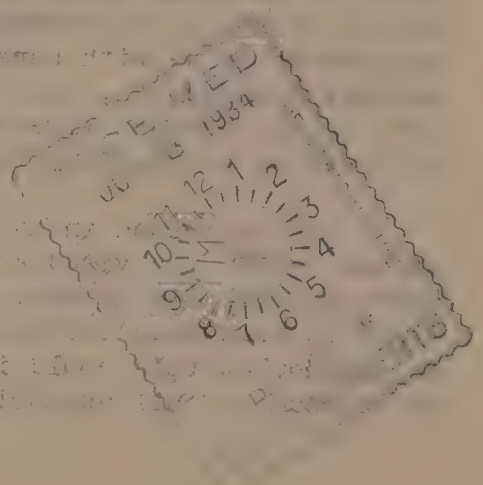
Of course, there is always the danger that an administrative official may consider a case as of very minor character when it should be considered of sufficient importance to be reported to your office.

Mr. Robbins states that anything in writing necessarily goes to the Secretary's office under the present system. It is true that the regulation requires such action, but as pointed out in my memorandum of May 7, 1934, I am confident that all of the bureaus are not complying with this requirement. Therefore, the present system is of no value as a check against discrimination as between bureaus and against tendencies to minimize offenses as suggested by Mr. Robbins. Furthermore, even if all the bureaus were following the requirement, copies of letters of reprimand are not received until after the cases have been closed and the employee concerned has received the letter of reprimand.

Mr. Robbins also states that if bureaus are found to lean either towards severity or laxness, they may be dealt with individually, which is always the preferable method. The trouble here is that in many cases, such as those referred to above, the bureaus do not even issue reprimands. Therefore, the cases do not come to the attention of this office, and guilty persons often go unpunished even though drastic disciplinary action is warranted. It again goes back to the fact that a case which is considered as of major importance in one bureau is often considered as of minor importance in another, and no reference of the matter is made to your office. Under the proposed amendment this could not happen if the bureaus followed the requirements.

This office does not agree at all with the conclusions reached in the third paragraph of Mr. Robbins' memorandum. It is not the purpose of the proposed amendment to strip the bureaus of all control over discipline and admonition. Rather it is proposed to have the cases routed through this office so that advice may be given to the bureaus. As in the past, it will be our purpose to agree with bureau recommendations whenever the facts warrant such action, but it will be our further purpose to see that in all bureaus like penalties shall be meted out for like offenses as required by the Civil Service Rules.

As indicated in my memorandum of May 7, the bureau concerned would be advised as to whether its recommendation was concurred in, and if not, the action deemed to be more appropriate would be presented for the bureau's consideration. It is not believed that this could in any sense be considered as stripping the bureaus of all authority over discipline and admonition.



The last sentence in the third paragraph of Mr. Robbins' memorandum is not quite clear. In other words, we are not certain whether he intended it to mean that this office would adopt a policy of ignoring slight cases rather than subject the employee to an external inquisition, or whether the meaning is that rather than report an employee to this office for an external inquisition, the bureaus would refuse to abide by the requirements of the proposed amendment. If the former meaning is the correct one, no comment would seem to be necessary in view of your knowledge of the manner in which cases are handled in this office. If the latter meaning is the correct one, I think that Mr. Robbins is taking a little too much for granted, especially with respect to the "external inquisition."

It is, therefore, again recommended that the proposed amendment, with possible slight modification, be issued for two important reasons: first, to relieve the department of any future embarrassment by receiving from outsiders its first knowledge of complaints against employees; and second, to comply with section 2, rule 12 of the Civil Service Rules and Regulations.

There is one more point which has not been previously brought out, which has a bearing on the proposed amendment, and that is that in some cases even the bureau administrative officers in Washington have not been advised of cases occurring in the field, some of which are later found to be sufficiently important to warrant disciplinary action. Compliance with the proposed amendment will prevent such occurrences in the future.

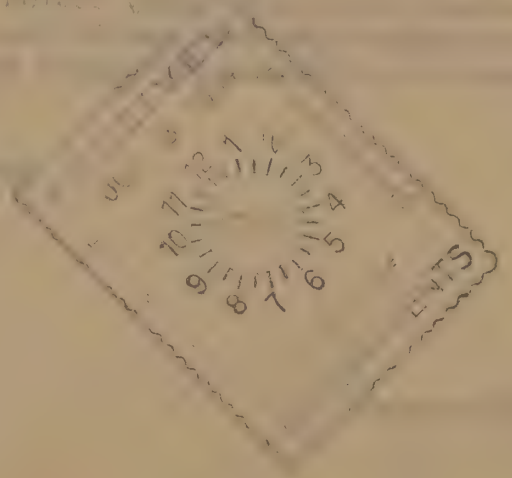
In closing, it might be pointed out that even though all cases are not now reported to your office, it has recently been necessary, in several instances, to disagree with the recommendations of certain bureaus for disciplinary action, because it was felt that these recommendations were not in line with the uniform policy which should be followed throughout the Department.

Very truly yours,

C. I. Forster.

Chief Investigator.

Enclosures



Duplicating Requisition No. 191
Nov. 5, 1934. MC

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

FILE
OCT 16 1936
Please refer to the Secretary's

November 2, 1934.

MEMORANDUM NO. 653

Appointment of Assistant Chiefs, Bureau of Plant Industry.

Effective this date, Drs. E. C. Auchter and M. A. McCall are appointed Assistant Chiefs of the Bureau of Plant Industry. Mr. H. E. Allanson is appointed Business Manager. Drs. Auchter and McCall will also continue in charge of their Divisions of Fruit & Vegetable Crops & Diseases and Cereal Crops & Diseases, respectively.

H A Wallace

Secretary.

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NOV 5 1934

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

FILED
Ordered filed 11-21-34
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FILE
P. L. GLADMON

November 19, 1934.

MEMORANDUM NO. 654

Designation of Departmental Representative on Plant Patents

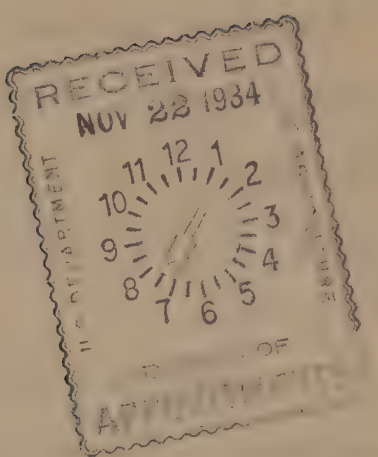
In pursuance with the intent of the Executive Order of October 17, 1930 (No. 5464), "Facilitating the Consideration of Applications for Plant Patents," effective November 7, 1934, Mr. Frederick D. Richey, Chief of the Bureau of Plant Industry, is hereby designated and authorized to represent the Department in all dealings with the Commissioner of Patents related to the Executive Order, in furnishing the Commissioner such pertinent information as is available to the Department or in arranging for special researches to provide the information desired but not otherwise available.

Questions arising regarding the detail of officers or employees to the Comissioner of Patents should be referred to the Director of Personnel, ~~and Business Administration~~.

This memorandum replaces Memorandum No. 643, dated January 2, 1934.

H A Wallace

Secretary.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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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Please return to
Secretary's File Room

December 18, 1934.

MEMORANDUM NO. 655.

P. L. BLANDON
FILE

Instructions to Employees Regarding Plant Patents, Superseding Memorandum No. 614

The Commissioner of Patents or officials designated by him are the proper sources of information regarding procedures to be followed in applying for plant patents or for any other information relating to plant patents.

In accordance with the Executive Order of October 17, 1930, the Commissioner of Patents has requested the assistance of the Department in the consideration of plant patents. In view of the lack of precedent in consideration of applications for plant patents, it is not yet possible to determine the extent to which different employees of the Department may be called upon to render service on the questions referred to the Department, and, accordingly, all employees of the Department are advised that applications for plant patents, either of public service or of private character, cannot be considered or initiated by employees of the Department, except by specific approval of the Secretary, and, further, with respect to individuals outside the Department, employees are advised that there is to be no response to inquiries as to the novelty of an alleged invention in advance of the filing of an application for a patent nor to inquiries proposed with a view to ascertaining whether any alleged discoveries or improvements have been patented and, if so, to whom; nor can employees act as expounders of patent law or as counsellors for individuals.

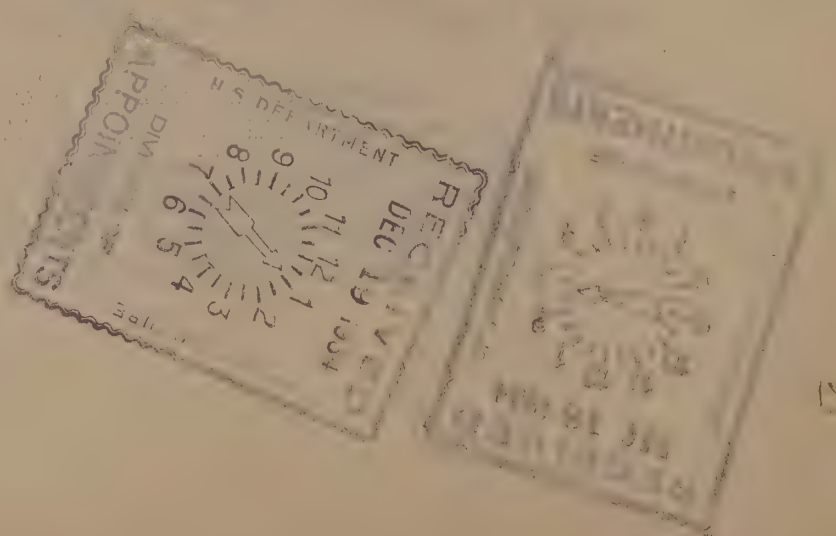
Of the propriety of making an application for a patent, the inventor must judge for himself.

All employees handling applications for patents are required to pledge themselves to strict observance of the following:

> Pending applications are preserved in secrecy. No information will be given, without authority, respecting the filing by any particular person of an application for a patent or for the reissue of a patent, the pendency of any particular case before the office, or the subject matter of any particular application.

H A Wallace

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

S

WASHINGTON

OFFICE OF CHIEF OF BUREAU

December 13, 1934.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to our correspondence, attached, regarding revision of Secretary's Memorandum No. 614, entitled "Instructions to Employees Regarding Plant Patents," the amendment suggested has been concurred in by the Solicitor, and I am now enclosing the revised memorandum for your signature and issuance.

The correspondence should be returned to us for filing.

Very truly yours,

O K F.

F. D. Richey

F. D. Richey,
Chief of Bureau.

Enclosure.

Duplicating Request 332
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Please return to the
Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

January 24, 1935.

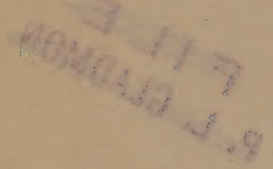
Memorandum No. 656

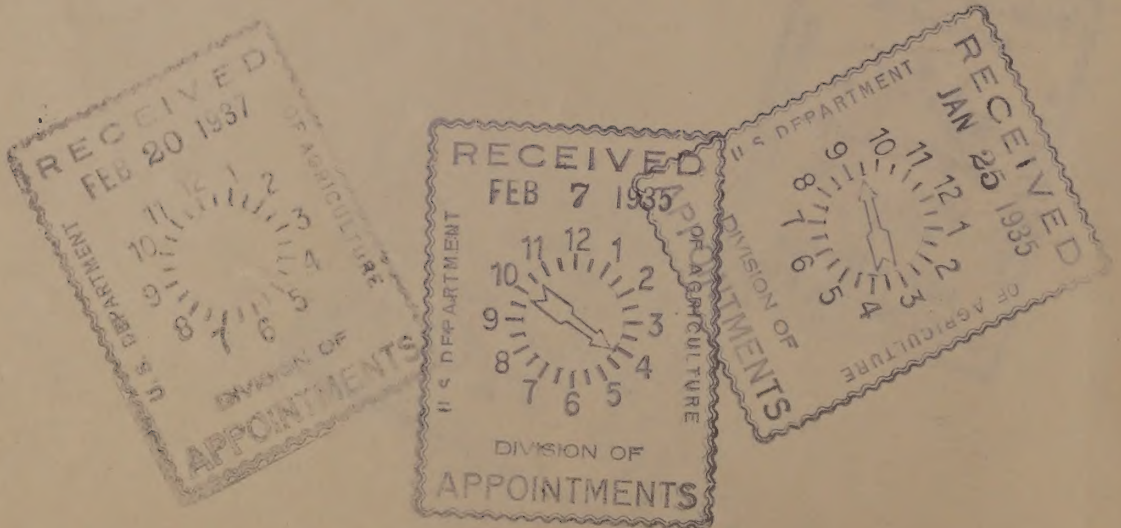
The Administrative Regulations of the Department are hereby amended by the addition of the following paragraph:

726. Plans and specifications of all new installations of boilers and pressure vessels (other than conventional laboratory equipment) proposed for vessels or land plants shall be submitted to the Bureau of Navigation and Steamboat Inspection, Department of Commerce, for approval prior to the distribution of invitations for bids.

R. G. Tugwell

Acting Secretary.

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APPOINTMENTS

Mr. Nelson

December 27, 1934.

The Honorable,

The Secretary of Commerce.

Dear Mr. Secretary:

Receipt is acknowledged of your letter of December 18, with regard to the desire expressed by the officials of the Bureau of Navigation and Steamboat Inspection to have an opportunity to examine the blue prints and specifications of all new installations of boilers and pressure vessels proposed for vessels and land plants. The reasonableness of this request is very evident for if the organization is to be responsible for the safety of such equipment while in use, the opportunity to scrutinize the plans in advance of actual installation should prove very helpful in lessening the problems involved in the assumption of the later responsibility. Arrangements will be made for the issuance of appropriate department regulations to provide for the submission of all such plans and specifications prior to the making of any actual installations or commitments. It is possible that officials of this department may desire to consult representatives of the Bureau of Navigation and Steamboat Inspection in order to insure that the regulations as issued will accomplish the desired result in a manner acceptable to both organizations.

Sincerely,

Secretary's File Room

(Signed)

R. G. Tugwell

Acting Secretary.

RECEIVED FEB 20 1935 DEPARTMENT OF AGRICULTURE

Hoover 1866

When letter is signed return this copy to Division of Operation.

RECEIVED FEB 2 1935 DEPARTMENT OF AGRICULTURE DIVISION OF APPOINTMENTS

December 27, 1934.

The Honorable,

The Secretary of Commerce.

Dear Mr. Secretary:

Receipt is acknowledged of your letter of December 18, with regard to the desire expressed by the officials of the Bureau of Navigation and Steamboat Inspection to have an opportunity to examine the plans private and specifications of all new installations of boilers and pressure vessels proposed for vessels and land plants. The reasonableness of this request is very evident for if the organization is to be responsible for the safety of such equipment while in use, the opportunity to scrutinize the plans in advance of actual installation should prove very helpful in lessening the problems involved in the assumption of the later responsibility. Arrangements will be made for the issuance of appropriate department regulations to provide for the submission of all such plans and specifications prior to the making of any actual installations or commitments. It is possible that officials of this department may desire to consult representatives of the Bureau of Navigation and Steamboat Inspection in order to insure that the regulations as issued will accomplish the desired result in a manner acceptable to both organizations.

Sincerely,

Secretary's File Room
(Signed)

H. G. Dwight

Acting Secretary.